

**Minutes of the 33rd Meeting of the Governance and Audit Committee held on 9
December 2015, at 9.30am
Conference Rooms 3 & 4, 12-22 Linenhall Street
Belfast, BT2 8BS**

Present:

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| Mr Brian Coulter | - Chair |
| Alderman Paul Porter | - Non-Executive Director |
| Mr Thomas Mahaffy | - Non-Executive Director |

In Attendance:

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| Mr Edmond McClean | - Director of Operations |
| Mr Paul Cummings | - Director of Finance |
| Mrs Mary Hinds | - Director of Nursing |
| Miss Rosemary Taylor | - AD Planning & Operational Services |
| Mr David Charles | - Internal Audit |
| Mr Brian Clerkin | - External Audit, ASM |
| Mr Mark Anderson | - Sponsor Branch, DHSSPSNI |
| Mrs Oriel Brown | - Nurse Consultant Service Development/Service Improvement (<i>For Item 6</i>) |
| Mrs Michelle Tennyson | - AD Allied Health Professions/Personal Public Involvement |
| Mrs Cathy McAuley | - Secretariat |

Apologies:

- | | |
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| Mr Leslie Drew | - Non-Executive Director |
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84/15	Item 1 - Welcome and Apologies	Action
	The Chair welcomed everyone to the meeting and apologies were noted from Leslie Drew.	
85/15	Item 2 - Declaration of Interests	
	The Chair asked if anyone had any interests to declare relevant to any items on the agenda. No interests were declared.	
86/15	Item 3 - Chair's Business	
	<p>The Chair informed members he had attended a recent meeting of the Audit Committee's Chairs' Forum and noted the presentations;</p> <ul style="list-style-type: none"> • Strategic Procurement Value For Money, NIAO • Review of DHSSPS Assurance and Accountability Arrangements • Shared Learning across HSC, BSO • Procurement 	
87/15	Item 4 - Notes of previous Meeting	
	<ul style="list-style-type: none"> • Meeting of 14 October 2015 	

The minutes of the previous meeting, held on 14 October 2015, were approved as an accurate record of the meeting.

88/15 Item 5 - Matters Arising

There were no matters arising.

89/15 Item 6 – PHA Professional Assurance Framework for Nursing and Midwifery

Mrs Mary Hinds introduced Mrs Oriel Brown to the meeting and invited her to give an update on the professional assurance framework. Mrs Brown said the framework had been revised as part of the outworking of the HSC Framework Document and had been developed in consultation with HSC Trust Directors of Nursing.

Members **noted** the report.

90/15 Item 7 – Corporate Risk Register as at 30 September 2015

Mr McClean presented the updated Corporate Risk Register he said this quarter saw no additions or deletions to the register.

CR25 - PHA Belfast Accommodation

The Chair asked if clarity had been given from the Department following the recent ministerial announcement regarding changes to HSC structures. Mr McClean said that following a recent meeting with the Departmental the position was still unclear. He added a follow up meeting is scheduled for early January. The lease for Alexander House has expired and the landlord was now pressing for an extension to the lease and the lease for Ormeau Baths would expire in February 2017. He advised that CR25 would remain high and although this was unsatisfactory the PHA would continue to work with the Department.

VES Exit Scheme

The Chair asked how many VES Exit Scheme applications had been received. Mr McClean said 30 applications had been received. He added the Chief Executive had met with Directors and Sponsor Branch to discuss the proposals for meeting the 15% savings in administration costs for 2015/16. The Chair asked if a timeframe for exit of staff was available. Mr McClean advised VES exit could be in this current financial year.

Members **noted** the report.

91/15 Item 7.1 – Gifts and Hospitality Register

Mr McClean presented the update and said that the report showed the number of instances of gifts and hospitality declared in the past year.

Members **noted** the update.

92/15 Item 8 - IA Progress Report

Management of Complaints, Incidents and Claims 2015/16

Mr Charles advised that Internal audit had provided a satisfactory level of assurance with no priority 1 findings, and 2 priority 2 findings identified. All recommendations have been accepted by management.

Members **noted** the report.

93/15 Item 9 – Single Tender Action Register

Mr McClean presented the Single Action Tender Register for noting and highlighted the updated changes.

- Reduction in the EU threshold from £172,514 to £111,676 and anything above this level needed approval by the Permanent Secretary.
- Removal of 'Part B' services designation for Social Care and Healthcare in terms of procurement law.

He added that each STA application was signed off by an Assistant Director or a Director before being submitted to PaLS, and then returned to the Chief Executive or the Director of Operations approval and that a database of all STA is maintained in the Operations Directorate.

This Chair asked for clarification regarding the term “exclusive rights” relating to suicide intervention. Mr McClean replied this was a resource for teaching suicide interventions skills which was unique in this field in Northern Ireland.

Members **noted** the report.

94/15 Item 10 – Business Continuity Plan

Miss Taylor advised that the updated Business Continuity Plan had been prepared in liaison with all directorates in PHA as well as with HSCB and BSO. She added that a desktop exercise was held on 5th November. She said following the major power cut which affected parts of Belfast and County Down on 30 April the BCP had been amended to reflect the learning e.g. if the telephones/emails systems were lost in the Health Protection Duty Room.

The Chair noted the observations from Mr Drew; “The BCP is a robust document and should be noted that the effectiveness of a BCP is really only tested during a real event and/or simulation as close to a real event as possible. Knowledge captured following a real incident and/or test should be used to update plans appropriately and widely communicated across Incident Management Teams. It is also important to ensure that the BCP contains details of dependencies on IT Systems and Key Business Processes, this should include details of contingency and recovery arrangements that have been agreed.”

Members **approved** the Business Continuity Plan and recommended it for PHA Board approval.

96/15

Item 15 - Date of next meeting

Date | 4 February 2016

Time | 10am

Venue | 5th Floor Meeting Room, Linenhall Street, Belfast

Signed: Brian Coulter

Date: 3 February 2016